



COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

February 3, 2005

IN REPLY PLEASE

REFER TO FILE: **PM-3**

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**JOB ORDER CONTRACTS
REPAIR AND REFURBISHMENT OF COUNTY FACILITIES
ADOPT AND ADVERTISE
SPECS. VARIOUS
ALL SUPERVISORIAL DISTRICTS
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

Adopt the Job Order Contract Unit Price Books and Specifications for general repair, refurbishment, and structural steel specialty work and instruct the Executive Officer to advertise for bids to be received for four separate Job Order Contracts on March 15, 2005, in accordance with the enclosed "Instruction Sheet for Publishing Legal Advertisements."

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The four JOCs will augment Public Works' ability to effectively and efficiently respond to a broad array of County repair and refurbishment projects under the direction of Public Works.

The JOC is a flexible, cost-effective unit price contracting technique to accomplish repair and refurbishment of County facilities without extensive plans and specifications. Public Works has previously used JOCs to repair and refurbish County buildings. This relatively simple and straightforward process reduces administrative requirements and lowers direct construction costs, while meeting all Federal, State, and County

procurement requirements. We are currently administering six active JOCs and their capacity is fully allocated.

These JOCs will help expedite, as the need arises, capital projects and earthquake repair of facilities in the courts, health, justice, and general project areas. The Public Contract Code Section 20128.5 allows individual JOCs to have a one-year term and a maximum value of \$3,000,000. Specific work orders authorized under each JOC are reported quarterly to your Board.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Organizational Effectiveness as this construction contract will improve public facilities and restore them fully into service sooner than with traditional construction contracting. Using JOC to complete earthquake recovery projects will give the public and County employees access to safer buildings that could prevent injuries or loss of life from future seismic events.

FISCAL IMPACT/FINANCING

There is no anticipated fiscal impact to the County as a result of this action. No work will be assigned to these JOCs without prior review and funding authorization from the Chief Administrative Office.

The contracts will be administered by Public Works. Repair or refurbishment work accomplished through JOC will be financed through the appropriate capital or refurbishment projects' budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contracts.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contracts if it is found that the contractors offered or gave improper consideration to County employees.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program/General Relief Opportunity for Work participants for future employment.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, about Board Policy 5.135, the Safely Surrendered Baby Law, and that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will be required to be in full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program) and Chapter 2.203 (Contractor Employee Jury Service Program).

To ensure the contract is awarded to a responsible contractor with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, their civil litigation history, and information regarding prior criminal convictions. The information reported will be considered before making a recommendation to award.

ENVIRONMENTAL DOCUMENTATION

The implementation of each work order under these JOCs shall be subject to a prior determination and documentation by Public Works that the work order is categorically exempt from the California Environmental Quality Act. In the event the work order is not exempt, your Board will be requested to approve the appropriate environmental finding and documentation prior to implementation. Federally funded work orders shall be subject to an environmental determination by the appropriate federal agencies.

CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements." Following receipt of bids, we will return to your Board for construction contract award.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website.

The Honorable Board of Supervisors
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Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the recommended contract as these contracts are for non-Proposition A services.

Participation by Community Business Enterprises in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The use of these contracts will expedite the completion of repair or refurbishment work managed by Public Works. Minor impacts to tenant departments may occur while repair or refurbishment work is underway.

CONCLUSION

Please return one adopted copy of this letter to the Chief Administrative Office (Capital Projects Division) and Public Works.

Respectfully submitted,

DONALD L. WOLFE
Acting Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

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Enc.

cc: Chief Administrative Office
County Counsel
Department of Public Social Services (GAIN/GROW Program)
Office of Affirmative Action Compliance

February 3, 2005

ENCLOSURE

**JOB ORDER CONTRACTS
REPAIR AND REFURBISHMENT OF COUNTY FACILITIES
ADOPT AND ADVERTISE
SPECS. VARIOUS**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. However, the first publication must appear at least 15 days prior to the bid opening date. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, Eighth Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Acting Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS.</u>	<u>PROJECT</u>	<u>BID DOC. FEE</u>	<u>DATE OF BID OPENING</u>
All	JOC Specs.	JOC 19 General Refurbishment	No Fee	03/15/05
All	JOC Specs.	JOC 20 General Refurbishment	No Fee	03/15/05
All	JOC Specs.	JOC 21 Structural Steel	No Fee	03/15/05
All	JOC Specs.	JOC 22 Structural Steel	No Fee	03/15/05

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11 a.m. on these dates in the Main Conference Room, 900 South Fremont Avenue, Fifth Floor, Alhambra, California 91803.

Bidders must comply with the provisions of the Bidding Requirements and General Conditions concerning bid guarantee, contract bonds, and insurance requirements. These projects require the prime contractor to possess a "B" license for repair and refurbishment work and a "C-51" license for structural steel specialty work at the time of award. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

The Public Works' Project Management Team will hold a mandatory pre-bid conference for all JOC bids at 9 a.m. on March 1, 2005, Conference Room C, 900 South Fremont Avenue, Fifth Floor, Alhambra, California 91803, to provide information on the project, bidding process, and answer any questions that potential bidders may have. To be considered responsive to this invitation for bid, bidders must attend the mandatory pre-bid conference. Bids from bidders who do not attend the pre-bid conference will be rejected as nonresponsive. It is strongly recommended that the pre-bid conference be attended by a principal of the company or a person authorized to make decisions for the company. For further directions, please contact Mr. Brian Soria with Architectural Engineering Division at (626) 458-2588.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated February 15, 2005.

Specs. 5449R2

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES